



## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Facilities and Properties  
Sub-Section:

<b>TITLE:</b> Appraisal Files		<b>CUTOFF:</b> Institution relinquishes control of property	
<b>DESCRIPTION:</b> Records related to appraisals of land, buildings or other property that may be used for determining the value of the institution's assets. Records include, but are not limited to, appraisal forms, appraiser contact information, related notes, and correspondence.		<b>RETENTION:</b> Years: 10 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 24225	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/15/2016
<b>TITLE:</b> Blueprints, Maps, and Plans		<b>CUTOFF:</b> EOY of completion of project	
<b>DESCRIPTION:</b> Documents that aid in the planning, construction or renovation of facilities. Records include, but are not limited to, campus maps, blueprints, design plans, and any accompanying explanatory materials.		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Permanent - Transfer to appropriate archives	
<b>SERIES:</b> 24227	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/15/2016
<b>TITLE:</b> Equipment and Maintenance Contracts		<b>CUTOFF:</b> EOFY in which maintenance agreement expires	
<b>DESCRIPTION:</b> Documents pertaining to agreements reached between a vendor and the institution on maintenance services to be performed over a defined period of time. Includes amendments, extensions, and related correspondence.		<b>RETENTION:</b> Years: 10 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 24238	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Facilities and Properties  
Sub-Section:

**TITLE:** Equipment Use Files

**CUTOFF:** EOY in which equipment is surplus or destroyed

**DESCRIPTION:** Records in this series are used for tracking equipment usage, verifying who is responsible for equipment, and ensuring proper management of equipment. Records include, but are not limited to, records regarding the day-to-day use of institutional equipment, staff assignments, damage reports, and loan forms.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** All motor vehicle use records are filed in record series 24232 Motor Vehicle Operation Files.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24228

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Equipment Warranty and Maintenance Files

**CUTOFF:** EOY in which equipment is surplus or destroyed

**DESCRIPTION:** Records are used to ensure and verify the proper maintenance of equipment for warranty purposes and to track equipment degradation. Includes, but is not limited to, records regarding the maintenance of institutional equipment, manuals, warranties, repair documents, and maintenance schedules.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** All motor vehicle maintenance records are filed in record series 24233 Motor Vehicle Maintenance Files.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24229

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Facility and Property Inspections and Permits

**CUTOFF:** WSO

**DESCRIPTION:** Records documenting inspections done by various agencies such as the city building, health, or fire departments. Records include, but are not limited to, building, fire, and laboratory inspections, construction or demolition permits, inspection sheets, notices of compliance or non-compliance, corrective action documents, fire extinguisher tags, authorizing signatures, test results, and related correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24236

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Facilities and Properties  
Sub-Section:

**TITLE:** Facility Use and Maintenance Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation regarding the everyday use and maintenance of the institution's buildings. These records are used for identifying daily tasks, verifying responsibility for building upkeep, and keeping track of work requests for campus buildings. Records include, but are not limited to, utility records, building use records, and cleaning schedules.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24230

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Hazardous Building Materials Records

**CUTOFF:** Structure is sold or destroyed

**DESCRIPTION:** Records documenting the presence of hazardous materials in institutional buildings, such as asbestos or lead. Records include, but are not limited to, assessment reports, location lists, correction checklists, and documents regarding corrective actions.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Such records shall be kept for the duration of ownership and shall be transferred to successive owners per 29 CFR 1910.1001(j)(3)(ii). Series does not include documents related to human exposure to hazardous materials.

**DISPOSITION ACTION:** Transfer to successive owner

**SERIES:** 24237

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Inventory Files

**CUTOFF:** WSO

**DESCRIPTION:** Records documenting the institution's property assets to identify what equipment is currently held by a particular unit, and what equipment has been transferred, loaned or surplus. Records include, but are not limited to, vendor lists, supplies, surplus, and furniture inventories.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24226

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Facilities and Properties  
Sub-Section:

**TITLE:** Motor Vehicle Maintenance Files

**CUTOFF:** EOY in which vehicle is surplus or destroyed

**DESCRIPTION:** Records in this series are used to confirm the institutional ownership of vehicles, to track vehicle degradation, and to ensure and verify the proper maintenance of equipment for the purpose of warranty. Records include, but are not limited to, maintenance schedules, repair records, titles, and purchase and disposal documents.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24233

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Motor Vehicle Operation Files

**CUTOFF:** EOY in which vehicle is surplus or destroyed

**DESCRIPTION:** Records regarding use of vehicles by institution employees. These records are used to keep track of vehicle usage and who is accountable for vehicles on a given date. Records include, but are not limited to, vehicle requests and correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24232

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Property and Structure Violation Records

**CUTOFF:** Resolution of incident or violation

**DESCRIPTION:** Records of violations involving institutional property and structures. Records are used to document building code violations, incidents that happen to campus property such as vandalism or theft, and the corrective actions taken by the institution. Records include, but are not limited to, building code violations and incident reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24231

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Facilities and Properties  
Sub-Section:

**TITLE:** Property and Vehicle Insurance Files

**CUTOFF:** EOY of policy expiration

**DESCRIPTION:** Records pertaining to property and vehicle insurance retained by the institution. Records include, but are not limited to, policies listing effective dates, amounts of coverage, rates, and related notes and correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24234

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Property Assessments and Planning Records

**CUTOFF:** EOSFY in which assessment is complete

**DESCRIPTION:** Records regarding overall property and structure assessments for planning purposes. Records include, but are not limited to, facility reports, copies of blueprints, and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24235

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Real Estate Records

**CUTOFF:** Institution relinquishes control of property

**DESCRIPTION:** Records related to the acquisition, lease, or disposal of land or buildings. Records include, but are not limited to, deeds, lease agreements, and bills of sale.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24224

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016